



Return Copy to:

NationsBank
Government Card Services
Unit
P.O. Box 1637
Norfolk, VA 23501-1637
Facsimile: (757) 624-6323
Toll Free Fax: 877-217-1033

Fleet Account Setup

(Fields in **Bold** are Optional)

___ Driver Assigned

___ Vehicle Assigned

Account Hierarchy

Hierarchy Point:							
HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8

General Information:

Agency/Organization Name		Business Phone	
Central Account Number		Billing Address, Line 1	
Master Accounting Code		Billing Address, Line 2	
Tax Exempt Number		City	
Driver/Contact Name		State	
Embossing Name		Zip/Postal Code	

Account Information and Spending Limits:

a) Driver ID		f) Max. cycle dollar limit	\$
b) Credit limit		g) Max. cycle number of transactions	
c) Max. single purchase limit	\$	h) Cycle dollar limit type*	hard soft
d) Max. weekly purchase limit	\$	i) Cycle transaction limit type*	hard soft
e) Max. weekly # of transactions		j) Card type	standard generic quasi-generic

Customer Agency/Organization Identification		Emboss Restrictions	Yes No
Equipment Identification		Emboss Restrictions	Yes No

* soft limit: **Available for Visa/Voyager only.** Soft limit allows one sale over the monthly dollar limit.

Vehicle Information: Complete the following only if this is a vehicle assigned account.

Vehicle/Tag Number		Restrictions on Use	Fuel only Fuel & maintenance No restriction
Vehicle/Equipment ID		Emboss Restrictions	Yes No
Equipment Type		Type of Fuel	

Authorized Official: _____
Name/Title

Work Telephone: _____



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Authorized Official:

Signature

Date:



Fleet Account Setup Form

Purpose	Use this form to establish a Driver or a Vehicle Assigned Fleet account.
Instructions	<p>Authorized Officials or A/OPCs should complete this form. Please print or type all information. Mail or fax to:</p> <p style="text-align: center;">NationsBank Attn: GCSU P. O. Box 1637 Norfolk, VA 23501-1637 Fax: 757-624-6323 Toll Free Fax: 877-217-1033</p>

Field Descriptions of form elements

Driver Assigned or Vehicle Assigned – Identify if account is driver assigned or vehicle assigned.
Account Hierarchy – Complete the Hierarchy Point field in order to position the account in your hierarchy.
Hierarchy Point – Complete as many of the 7-digit hierarchy level (HL) numbers as are appropriate for your hierarchy point (up to 8 levels). If you do not know your HL numbers, please contact GCSU.
General Information: Enter information as appropriate.
Agency/Organization Name – Enter account's Agency/Organization name.
Central Account Number – Enter 16-digit roll-up account number assigned to this account's Central Account.
Master Account Number – If applicable, provide the Master Accounting Code for the fleet account (max. 64 characters).
Tax Exempt Number – Enter Agency/Organization's tax exempt number.
Driver/Contact Name – If driver assigned account, enter cardholder's name. If vehicle assigned account, enter A/OPC's name.
Embossing Name – If driver assigned account, enter cardholder's name. If vehicle assigned account, enter Vehicle Identification Number as specified by your Agency/Organization.
Business Phone – Enter cardholder's commercial work telephone number if driver assigned or A/OPC's work telephone number if vehicle assigned.
Billing Address (Line 1 and 2) (City, State, and Zip) – Enter account billing address to include city, state, and ZIP code.

Account Information and Spending Limits:
a) Driver ID – If driver assigned account, enter cardholder's driver ID. If vehicle assigned account, leave blank.
b) Credit Limit – Enter fleet account credit limit.
c) Max. Single Purchase Limit – Enter maximum dollar limit for any single purchase.
d) Max. Weekly Purchase Limit – Enter maximum dollar limit per week.
e) Max. Weekly Number of Transactions – Enter maximum number of transactions per week.
f) Max. Cycle Dollar Limit – Enter maximum dollar limit per cycle.
g) Max. Cycle Number of Transactions – Enter maximum number of transactions per cycle.
h) Cycle Dollar Limit Type – For Visa/Voyager only, check if dollar limit is hard or soft. Soft means that NationsBank should authorize one sale over the cycle dollar limit.
i) Cycle Transaction Limit Type – For Visa/Voyager only, check if transaction limit is hard or soft. Soft means that NationsBank should authorize one transaction over the cycle transaction limit.
j) Card Type – Check card type desired.
Customer Agency/Organization Identification – Enter Agency/Organization Identification. This identification can be either alpha or numeric.
Emboss Restrictions – Check whether or not restrictions should be embossed on the card plastic. For customized restrictions, please contact your account manager.
Equipment Identification – Enter Equipment Identification. This identification can be either alpha or numeric.
Emboss Restrictions – Check whether or not restrictions should be embossed on the card plastic. For customized restrictions, please contact your account manager.

Complete the following data fields only if this is a vehicle assigned fleet account
Vehicle/Tag Number – Enter the vehicle or tag number.
Vehicle/Equipment ID – Enter the vehicle or equipment ID number.
Equipment Type – Enter the equipment type.
Restrictions on Use – Check category to restrict use of account, if applicable.
Emboss Restrictions – Check whether or not restrictions should be embossed on the card plastic. For customized restrictions, please contact your account manager.
Type of Fuel – Enter fuel type to be used.

Complete for all fleet accounts
Authorized Official - Name/Title – Print name and title of person authorized to request fleet account setup.
Telephone – Enter Authorized Official's work telephone number.
Authorized Official - Signature – Enter Authorized Official's signature.
Date - Date of signature.